

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACT NO./TASK NO.		JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.		NAS5- 99124	TASK NO. 145	730-315-90-41-89	00
TASK TITLE: (NTE 80 characters; include Project name) CCSDS Data Standards Management Engineering Services					
NOTE This task is a follow-on to Task 53 under this contract. Task start date is October 1, 1999.					
APPROVALS: (Type or print name and sign)					
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE	MAIL CODE	PHONE
William B. Poland, Jr. <i>William B. Poland, Jr.</i>		Sept. 9, 1999	730	730.4	301-286-8592
BRANCH HEAD		DATE	CODE		PHONE
Kris Brown <i>Kris Brown</i>		9.13.99	730		301-286-6406
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	CODE		PHONE
Robert S. Lebar, Jr. <i>Robert S. Lebar, Jr.</i>		9/15/99	560		301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)		CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		Larry Moore			
The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.				(To be completed by Contracting Officer) C.O. Requested Quote on: Date: SEP 17 1999	
Contractor will develop specification or statement of work under this task for a future procurement. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES					
Flight hardware will be shipped to GSFC for testing prior to final delivery. <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A					
Government Furnished Property/Facilities: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)					
Onsite Performance: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If yes: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)					
Surveillance Plan Attached: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES					
Highlighted Contract Clauses: (to be completed by Contracting Officer) Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be October 1, 1999.					
INCENTIVE FEE STRUCTURE (check one) (See Contract NAS5-99124, Attachment K, Incentive Fee Plan)					
	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%
(To be completed by Contracting Officer)					
The target cost of this task order is \$ 107,439.					
The target fee of this task order is \$ 1,752.					
The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 109,191.					
The maximum fee is \$ 2,561.					
The minimum fee is \$0.					
AUTHORIZED SIGNATURE:					
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"					
<i>Lois L. Eakin</i>		11/14/00		Lois L. Eakin Contracting Officer	
SIGNATURE OF CONTRACTING OFFICER		DATE		TYPED NAME OF CONTRACTING OFFICER	
CONTRACTOR'S ACCEPTANCE:					
AUTHORIZED SIGNATURE					
DATE					

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NAS5-

99124

TASK NO.

145

AMENDMENT

Applicable paragraphs from contract Statement of Work: Function 2B

STATEMENT OF WORK: (Continue on blank paper if additional space is required)

See page 3.

*(This is a follow-on to Task 53 under this contract. Task start date is 10/1/99.)***PERFORMANCE SPECIFICATIONS:**

See page 3.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: November 30, 2000**MILESTONES/DELIVERABLES AND DATES:**

See page 3.

PERFORMANCE STANDARDS:**Schedule:** On-time delivery/completion of specified deliverables/milestones**Technical:** ATR's acceptance of the above**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

William B. Poland, building 302, room 110, Good Luck Road

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STATEMENT OF WORK: (Continued)

INTRODUCTION

The contractor is to provide systems engineering services for CCSDS Data Standards Management and GSFC Technical Standards Management as presented in this statement of work.

1.0 CCSDS Data Standards Management

1.1 Description of Work to be Performed

The contractor shall provide CCSDS data standards management services to include:

- Participate in meetings and reviews to provide analyses and reports for the Consultative Committee for Space Data systems (CCSDS) Panels 1, 2 & 3 and Technical Steering Group (TSG), the NASA Standards Working Group (NSWG) and the GSFC Level 3 Operations/On-line Information System (GL3O/OLIS) Working Group.
- Write standards and standards planning documents, review and comment on draft standards, and coordinate with other activities on standards work.
- Serve as the Executive Secretary for the CCSDS and the ISO/TC-20/SC-13 semi-annual meetings. Document the actions and minutes of the CCSDS Management Council and the ISO TC-20/SC-13 meetings.

1.2 Schedule of Performance

The work shall be performed from October 1, 1999 through November 30, 2000.

1.3 Milestones

- Prepare draft of CCSDS Secretariat's Report to CCSDS ~~XXXXXX~~ ~~October 29, 1999~~ 11/30/99*
~~XXXXXX~~ ~~April 28, 2000~~ 5/30/00*

This semi-annual report reflects the cumulative technical and administrative activity of the CCSDS program for the intervening six-month period between successive Management Council meetings. Based on review and analysis of the numerous, on-going work programs, it provides a cohesive statement of CCSDS progress for Management Council consumption.

- Prepare draft of CCSDS Management Council Report ~~XXXXXX~~ ~~February 01, 2000~~ 3/1/00*
~~XXXXXX~~ ~~August 01, 2000~~ 9/1/00*

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This semi-annual report summarizes the activities, actions and resolutions which were completed during each Management Council meeting. It further

allocates responsibilities across agencies for the conduct of the work during the up-coming six-month period. Expediting of agencies' work is effected throughout these periods to ensure timely performance by the participants.

- Prepare draft of ISO/TC-20/SC-13 Secretariat's Report to SC-13 ~~October 29, 1999~~ 11/30/99*
~~April 03, 2000~~ 4/3/00*

This semi-annual report is similar to the CCSDS Secretariat's Report to Management Council except that the focus is on ISO/TC-20/SC-13 activity.

- Prepare draft of ISO/TC-20/SC-13 Meeting Report ~~February 01, 2000~~ 3/1/00*
~~August 01, 2000~~ 9/1/00*

This semi-annual report is similar to the CCSDS Management Council Report except that the focus is on ISO/TC-20/SC-13 activity domain.

- Submit GL30/OLIS Report to SOMO Level 2 Monthly

This report is a status of the GL30/OLIS activities at the end of each month. It provides highlights, activity review and issue identification of GSFC efforts in the standards program.

- Prepare Technical Reports 4 weeks following the technical meeting

Technical notes and reports are provided reflecting the activities of various meetings held throughout the year. Included in this list are panel Technical Interchange Meetings (TIMs), international teleconferences, and the NASA Technical Advisory Group to CCSDS (NTAG). These reports seek to record significant issues dealt with at the meeting, analyze as needed events of the meeting, and track activity during the intervening period between successive meetings.

* Note: These dates are contingent on the CCSDS schedule, determined by the CCSDS Management Council.

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1.4 Travel Schedule

~~Provide training for CCSDS Book~~
~~the International Telemetering Conference~~

~~XX Las Vegas XX Oct 1999~~

~~Support domestic CCSDS meetings as required~~

~~XX USA FY 00-01~~

Support TSG/MC/SC13 meetings

- Italy Dec 1999

Support TSG/MC/SC13 meetings

- France June 2000

2.0 GSFC Technical Standards Management

2.1 Description of Work to be Performed

- Maintain Goddard Technical Standards homepage and other online support facilities.

It is necessary to develop familiarity with the on-line and other support facilities so as to have capability to maintain and upgrade them as needed.

- Standards Survey

The contractor shall perform a survey of technical engineering standards currently being used at Goddard Space Flight Center (GSFC) in the development of space, sub-orbital and ground systems excluding facilities in support of GSFC missions. The scope of the assessment of technical engineering standards includes any and all voluntary consensus standards (VCS), military (MIL) standards, NASA standards, GSFC standards, and international standards. The GSFC organizations to be surveyed include

Flight Assurance -- Code 300

Flight Projects Directorate -- Code 400

Applied Engineering and Technology Directorate -- Code 500

Space Sciences Directorate -- Code 600

Systems, Technology and Advanced Concepts Directorate -- Code 700

Sub-orbital Projects and Operations Directorate -- Code 800

Earth Sciences Directorate -- Code 900

The contractor shall collect and maintain a database of technical standards currently in use at GSFC. These standards will be collected through one-on-one interviews with GSFC technical personnel. Standards that are recommended by NASA technical personnel to be

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NASA Preferred Technical Standards will be reviewed, prepared and entered into the recommendation process, first with GSFC Directorate and Center Heads, and then with NASA's Engineering Standards Steering Council (ESSC).

The contractor shall perform an assessment of technical engineering standards currently being used or developed at GSFC, to determine whether they are NASA-unique, military, or externally sponsored Voluntary Consensus Standards (VCS), and whether they have local or general application within the Agency.

A directory of GSFC civil servant or contractor participants in standards developing organizations shall be updated and maintained.

The contractor shall provide minor on-site record keeping and administrative services.

2.2 Schedule of Performance

The work shall be performed from October 1, 1999 through November 30, 2000.

2.3 Milestones

- Report on results of assessment of Codes 400 and 800 ~~XX/30/00~~ 2/1/00
- Re-affirm roster of Civil Service participants in standards-writing activities. ~~XX/XX/00~~ 4/1/00
- Analyze results from review of survey database of Codes 540, 550, 560, 570, 580 and 300 and make appropriate recommendations. ~~XX/XX/00~~ 6/1/00
- Report on results of re-assessment of Code 900 ~~XX/30/00~~ 5/30/00
- Report on results of re-assessment of Code 600 ~~XX/30/00~~ 7/30/00
- Report on results of re-assessment of Code 700 ~~XX/30/00~~ 9/30/00
- Report on results of re-assessment of Code 400 ~~XX/30/00~~ 11/30/00
- ~~XX/30/00~~ ~~Report on results of assessment of Code 800~~ ~~XX~~ ~~10/30/00~~
- Update the Project Plan Monthly
- Report on progress of program to GSFC managers Monthly
- Report on progress of program to MSFC managers Quarterly